GUS Graduation Application: Student Instructions

Overview

Every degree or certificate-seeking UAMS student is required to submit a graduation application for the semester in which they intend to graduate. The graduation application serves as a notification to university and college administrators of your intent to graduate and will initiate the process of reviewing your record for the completion or anticipated completion of all degree requirements. Once you have submitted the graduation application, you will begin to receive important emails and information regarding graduation from you college and student services offices like the Office of Financial Aid, the Bursar's Office, and the Office of the University Registrar. You may also start receiving information regarding Commencement activities.

Applying to Graduate Takes a Few Minutes at Most!

Your last semester can be stressful, but applying to graduate only takes a few moments to complete!

1. Submit your application
2. Provide your "degree" or diploma name that you want to appear on your diploma
3. Update your permanent address

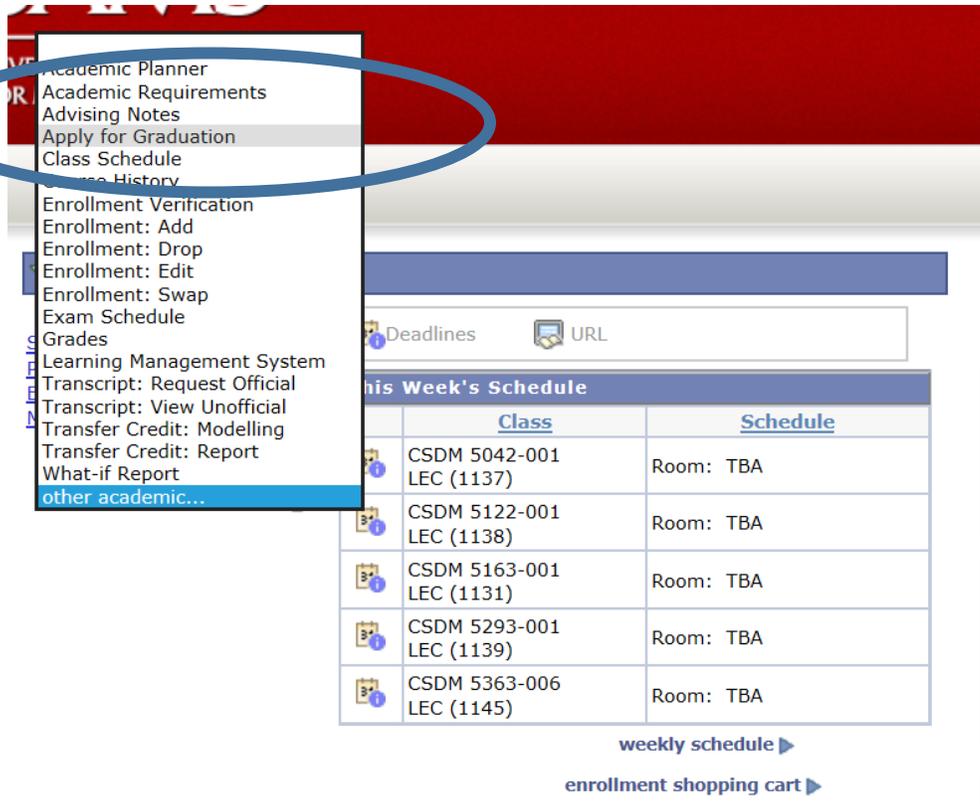## Submitting the Application for Graduation

Step 1: Log into your GUS account (https://gus.uams.edu) with your UAMS user ID and password (the same as your UAMS email).

Once you have successfully logged in, you'll land on the general student portal page. From the main page, select the

 link from the right-hand menu.
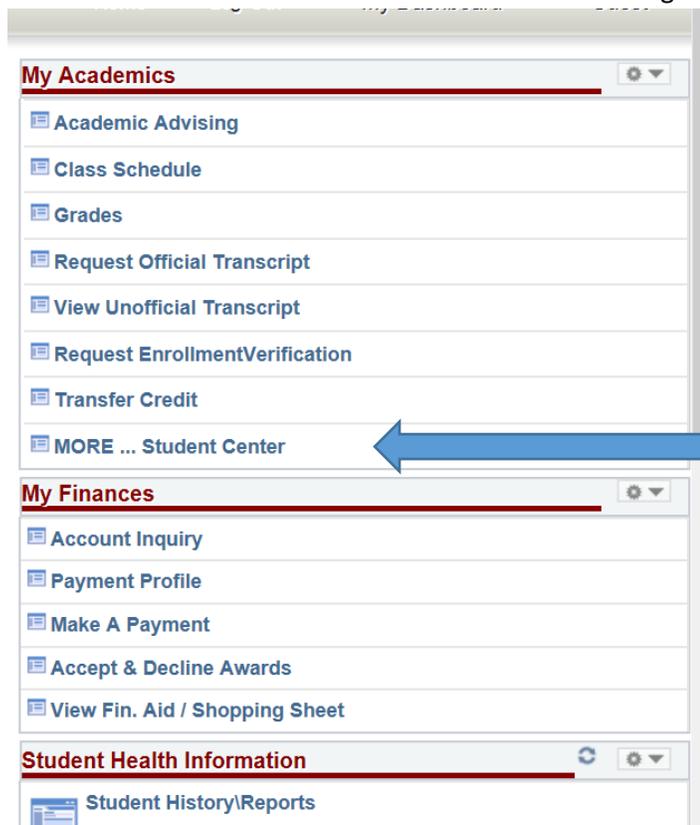
Step 2: Next, use the drop down menu in the middle of the My Academics area and select Apply for Graduation.

Academic Planner
Academic Requirements
Advising Notes
Apply for Graduation
Class Schedule
Course History
Enrollment Verification
Enrollment: Add
Enrollment: Drop
Enrollment: Edit
Enrollment: Swap
Exam Schedule
Grades
Learning Management System
Transcript: Request Official
Transcript: View Unofficial
Transfer Credit: Modelling
Transfer Credit: Report
What-if Report
other academic...

Deadlines   URL

This Week's Schedule

Class	Schedule
CSDM 5042-001 LEC (1137)	Room: TBA
CSDM 5122-001 LEC (1138)	Room: TBA
CSDM 5163-001 LEC (1131)	Room: TBA
CSDM 5293-001 LEC (1139)	Room: TBA
CSDM 5363-006 LEC (1145)	Room: TBA

weekly schedule ▶

enrollment shopping cart ▶

Step 3: The Apply for Graduation page should look like the example below. Click Apply for Graduation next to the degree in which you intend to graduate from. Note: If you are in a dual degree program, you will need to apply to graduate for both degree programs in order for both records to be reviewed. Check with your colleges' policies about whether you must graduate from both programs in the same semester.

Search	Plan	Enroll	My Academics

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: College of Health Prof GRAD

UAMS | Graduate

Degree: Master of Science
        Specialization: Com Sciences and Disorders MS   Apply for Graduation

Edited: 9/6/17

Step 4: Select the term for which you are applying. If your term is not yet available, DO NOT select a term that is prior to your graduation term. If you accidentally apply to graduate for the wrong term, email registrar@uams.edu and we will remove your application for that term. Press Continue.

Search	Plan	Enroll	My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: College of Health Prof GRAD

UAMS | Graduate

Degree: Master of Science
    Specialization: Com Sciences and Disorders MS

Expected Graduation Term   select term ... ▼

SELECT DIFFERENT PROGRAM		CONTINUE
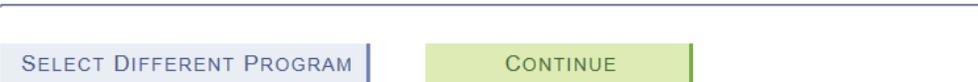
Step 5: Review the information you selected and press Submit Application.

Search	Plan	Enroll	My Academics

Apply for Graduation

Verify Graduation Data

Program: College of Health Prof GRAD

UAMS | Graduate

Degree: Master of Science
    Specialization: Com Sciences and Disorders MS

Expected Graduation Term   Fall 2017

SELECT DIFFERENT PROGRAM		SUBMIT APPLICATION

SELECT DIFFERENT TERM
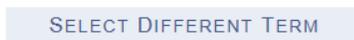
The following page will inform you that you have successfully completed the application.

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Providing your Diploma/Degree Name

You must provide a diploma name in GUS. If this information is not provided, your primary name in GUS will be printed on your diploma. The same name may also be printed in the Commencement book and other Commencement-related activities.

Your diploma/degree name must be closely aligned to your primary name in GUS. If you have legally changed your name, you will need to follow the procedure to officially change your name with the University. Instructions can be found here. Failure to officially change your name with the University by the deadline for the semester, will result in your primary name being printed on your diploma.

Step 1: Click on the Home button on the upper right side of the page to return to the main student dashboard.

Step 2: On the left side of the page, click on Names.
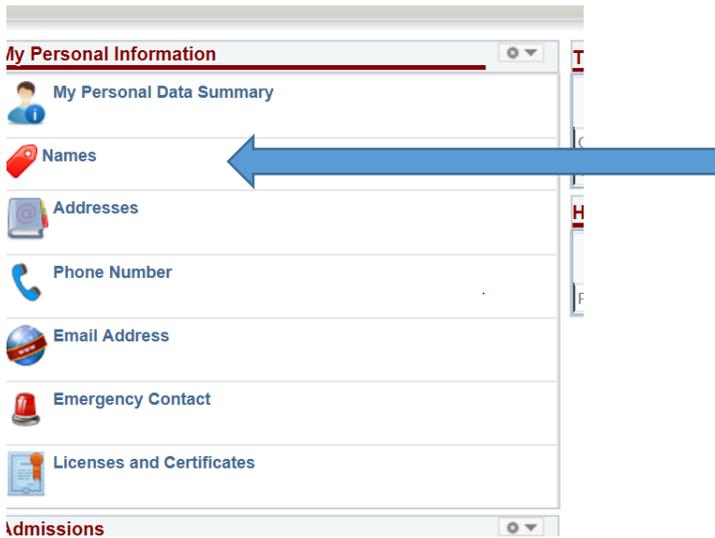
Step 3: Click on the Add a New Name button.

Step 4: Use the form on the following page to provide inormation about your degree name in GUS. Select "Degree" from the drop-down menu for Name Type. First and Last Names are required; the Middle Name is Optional. Click Save when finished.

You may come back to this page and edit your degree name. However, look for important information in email notifications about the last day a name change will be accepted and incorporated into Diploma information and Commencement materials.

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type:	Degree
Format Using:	English Change Format
Prefix:	[▼]
First Name:	[ ] **Middle Name:** [ ]
Last Name:	[ ]
Suffix:	[▼]

Date changes will take effect   09/06/2017 [📅]   (example: 12/31/2000)

[SAVE]

Return to Current Names

Confirm Your Permanent Address

You must confirm or update your permanent address in GUS prior to graduation. The permanent address is the address the University will use for all future communications and will be the address used to mail your diploma if you are unable to pick it up in person.

Step 1: From the same menu where you provided your degree name, click on the tab for Addresses. Review the information for your permanent address. If the information is incorrect, press the edit button next to the permanent address and change the information.

Questions?

For questions about the graduation application, degree audits, and general graduation timelines, contact the Office of the University Registrar by emailing registrar@uams.edu or calling 501-526-5600.

For questions about the graduation fee(s), contact the Office of the Bursar by calling 501-686-6128.

For questions about Commencement, contact Dana Venhaus (ddvenhaus@uams.edu).

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